

Manager of Transportation

POSITION OBJECTIVE: The Manager of Transportation is responsible for all facets of bus transportation services including: financial, organizational, operational, technological, supervisory and customer service.

QUALIFYING CHARACTERISTICS: The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. Applicant must exercise sound judgment in the areas of student conflict, employee relations and parental conferences. Ability to demonstrate an understanding of laws relating to operation of school buses. Has the ability to manage budget and personnel/driver concerns.

EDUCATION AND EXPERIENCE REQUIREMENTS: A bachelor's degree in Business, Management or related field with a thorough knowledge of the principles and practices for transportation services preferred and/or 3+ years of Transportation administration, supervisory or management experience in education and/or transportation operations. Experience in the Versatrans bus routing system is preferred. [HCS will provide training in Versatrans.] A working knowledge of: Microsoft Windows, Microsoft Publisher, and Excel are also essential.

To view the entire job description, visit our website at www.heritagechristian.net; click on the Human Resources link, then current job openings. This is an academic year position with flexible summer hours as needed.

If you are qualified for and interested in this position, please submit an employment application, testimony of Christian faith, resume with cover letter, *including salary requirements* to:

Amy Byrne
Human Resources Specialist
Heritage Christian School
6401 E. 75th Street
Indianapolis, IN 46250

Applications may be printed from the website or found in the Administration building on our campus. All candidates will be notified of their status; however, *applications may be accepted until the position is filled*. This position will be available on or after May 1, 2009.

Thank you for your interest in Heritage Christian School.

Applicants are considered for employment without regard to age, race, gender, color, disability, ancestry or national origin.

Updated 02/20/2009